

8 Description of Recommended Slips

LS uses slips to identify key pieces of information when the deposit is checked-in and cataloged. LS determined that the increased number and usage of slips warranted review and formed a sub-group under the Selection JIG to examine the issue. LS and CO tasked the Slipping sub-group to review the slips currently used. Appendix B contains a table of the current slips.

The Slipping sub-group recommends that CO insert a slip in selected 407 and 408 deposits upon transfer from CO to LS. The slip will contain all fields related to selection, including:

- Selection decision
- Number of copies
- Cataloging priority, if relevant
- Existing bibliographic records, if relevant
- Assignment, if relevant.

The slip will serve as a visual cue for LS staff who search records before LS cataloging.

Because CAD works in ILS, CAD staff will slip selected demanded and voluntary deposits with a newly designed slip that consolidates requisite information, some elements of which are derived from searching the ILS. Appendix C contains the revised slip/